

Convenor Approval Checklist

Complete for All Documents:

PROJECT TEAM REVIEW

PART STAGE

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COPYRIGHT

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REQUIRED SUPPORTING DOCUMENTS FOR 10303 APPLICATION PROTOCOLS

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1. Quality Manual

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Convenor Approval Checklist

N-number of this completed checklist: ISO TC184/SC4/wg10 N344

Name of person who completed this checklist Matthew West

Date this checklist was completed 2001-08-10

Document reviewed

Standard 18876

Part 2

Edition 1

Stage 30 (CD)

N-number: ISO TC184/SC4/WG10 N338

Requirements for approving and submitting to the Secretariat documents at any stage of approval may be found at <http://www.nist.gov/sc4/www/stdsumm.htm>.

The current versions of supporting documents for SC4 part developers may be found at <http://www.nist.gov/sc4/www/necsdocs.htm>.

Check the box that applies. If "N/A" (not applicable) is checked, explain the reason the question is not applicable in the comment field.

PROJECT TEAM REVIEW

YES NO N/A

- | | | | |
|-------------------------------------|--------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. No font sizes smaller than 2.5mm in height or 8pt size appear in any of the text, diagrams, figures, or tables. <i>(See Table 4 in 5.2.1 of the SD.)</i>
Comment: |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Three pages of the document have been selected and random and reviewed in detail for editorial, grammatical, or formatting errors. Less than three errors were found.
List the page numbers sampled: 1, 15, 24
List the number of errors found: 0
Comments: |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Each page of the document has the correct page footer with the copyright statement. <i>(See 5.2.1 of the SD).</i>
Comments: |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. The project leader has dated and signed the completed project leader checklist prior to submitting it to the Convener.
Comments: |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. The project leader's checklist has at least one box checked for each numbered item that applies to the part.
Comment: |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. All boxes checked "NO" or "N/A" are adequately explained.
Comment: |

YES NO N/A

- ☒ ☐ ☐ 7. The project team's internal reviewer has completed, dated, and signed the project team's internal review report.
Comment:

PART STAGE

- ☐ ☐ ☐ 8. This part is at stage:
☐ Stage 6 (IS).
☐ Stage 5 (FDIS).
☐ Stage 4 (DIS).
☒ Stage 3 (CD)
☐ Stage 2 (WD) industry review.
Comment:

COVER PAGE

- ☒ ☐ ☐ 9. The cover page the correct format, structure, and content. (*See 4.1.1 and annex A of the Supplementary directives (SDs) for the drafting and presentation of ISO 10303 (SD)*<http://www.nist.gov/sc4/editing/cover/>.)
Comment:
- ☒ ☐ ☐ 10. The N-number is present and identifies a unique document and matches the WG document log. If the document has been updated, the "Supersedes" field contains the previous N-number.
Comment:
- ☒ ☐ ☐ 11. The date is present with the format YYYY-MM-DD.
Comment:
- ☒ ☐ ☐ 12. The part number and title have been verified as being the same as the SC4 database for the project.
Comment:
- ☒ ☐ ☐ 13. The part title on the cover matches the part title provided on the scope page.
Comment:
- ☒ ☐ ☐ 14. The ballot stage (WD, CD, DIS, or FDIS), standard number (10303, 13584, etc.), part number with current ballot cycle for the ballot stage appear correctly on the cover. (*See Table 4 in 5.2.1 of the SD*), <http://www.nist.gov/sc4/editing/cover/>, and http://www.nist.gov/sc4/editing/cover/cov_read.htm.)
Comments:
- ☒ ☐ ☐ 15. The abstract is present and does not introduce concepts or new wording that differs from those in the scope statement.
Comment:
- ☒ ☐ ☐ 16. The keywords are appropriate for searches by interested parties.
Comment:

YES NO N/A

- | | | | |
|-------------------------------------|--------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 17. If present, the contact information for the project leader and part editor are specified and are as recorded by TC 184/SC4; names, addresses, telephone/FAX numbers, and email addresses are present.

Comments: |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 18. The "Comments to Reader" box contains the required text and other text appropriate for the audience of the part during this ballot cycle. (See 4.1.1.1 of the SD, http://www.nist.gov/sc4/editing/cover/cov_read.htm .)

Comments: |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 19. The "Copyright Notice" field on the cover page contains the correct required text for the part at its current stage. (See http://www.nist.gov/sc4/editing/cover).

Comment: |

COPYRIGHT

- | | | | |
|-------------------------------------|--------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 20. The copyright symbol and statement are on the bottom of page ii, and they are as specified by the Supplementary directives for the drafting and presentation of ISO 10303 (SD). (See 4.1.2 of the SD).

Comments: |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 21. The correct copyright symbol is on page 1, and it is as specified by the SD. (See 4.1.4 of the SD.)

Comment: |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 22. Each page of the document has the correct page footer with the copyright statement. (See 5.2.1 of the SD).

Comments: |

CONTENTS, ANNEXES, FIGURES, AND TABLES

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|-------------------------------------|--------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 23. The Table of Contents (table of contents) starts on page iii (right-hand (recto) page of the document). (See 4.1.3 of the SD).

Comments: |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 24. The TOC is complete and contains the information specified by the SD. (See 4.1.3, or 9.1 of the SD.)

Comment: |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 25. All figures and tables have a title and are presented in the correct format as specified by the SD. (See 4.4.1 and 4.4.2 of the SD.)

Comment: |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 26. The index is present and starts on the page specified by the table of contents. (See 4.3.3, 7.8, 8.6, 9.9 of the SD.)

Comment: |

SCOPE

- | | | | |
|-------------------------------------|--------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 27. The scope for the part begins on page 1 (recto or right-hand side of the document) and the format of the page is correct as specified by the SD, including the header that is different from all other page headers for the part. (See 4.2.1.2, 5.1.3 of the SD.)

Comment: |
|-------------------------------------|--------------------------|--------------------------|---|

YES NO N/A

- ☒ ☐ ☐ 28. The part number and title on page 1 have been verified as being the same as that in the SC4 database for the project.
Comments:
- ☒ ☐ ☐ 29. The title follows the rules for upper and lower case letters. Capitalize the first letter of the first word of each element of the title. All other words shall be lower case. *(See 4.2.1.1 of the SD).* There are three elements of the title separated by long dashes ("em dash"): Introductory element; Main element; Complementary element. For example: "Industrial automation systems and integration—Parts library—Part 101: Geometrical view exchange protocol by parametric program".
Comments:
- ☒ ☐ ☐ 30. The in-scope and out-of-scope statements have been properly separated and stated. *(See 4.2.1.2 of the SD.)*
Comments:
- ☒ ☐ ☐ 31. The scope statement in the document as compared to the scope stated in the original New Work Item for the part:
☐ has been increased. A new work item will be initiated on (date).
☐ has been decreased. A new work item will be initiated (date).
☒ is unchanged.
Comment: The text is different but the scope is the same
- ☐ ☐ ☒ 32. The Convener has notified the SC4 Secretariat of the scope changes:
☐ Yes.
☒ The scope is unchanged.
Comment:
- ☒ ☐ ☐ 33. No user requirements or definitions appear in the scope statement. *(See 4.2.1.2 of the SD and 6.2.1 of IDP3.)*
Comment:
- ☒ ☐ ☐ 34. The scope statement is complete, concise, unambiguous, and conveys the scope of the part in terms that are understandable to an engineering user, an application domain expert, and a software implementor. *(See 4.2.1.2 and, depending on part class, also 7.2, 8.1, or 9.2 of the SD.)*
Comment:

ISSUE LOG

- ☐ ☐ ☒ 35. The issue log is up-to-date for the stage of the part:
☐ At Stage 3, there is evidence of active issue resolution (open issues are permitted).
☐ At Stage 4, there are no open technical issues (though there may be open editorial issues).
☐ At Stage 5, there are no open issues.
Comment: There is no formal issues log for this part. Issues have been noted and resolved as part of the development of this part within WG10; where necessary, issues have been recorded in the minutes of WG10 meetings.

YES NO N/A

- ☐ ☐ ☒ 36. The issue log is in the proper format for the stage of the part:
- ☐ At Stage 3, the issue log is coherent, uses application domain terminology, and is complete.
- ☐ At Stage 4 and Stage 5, the issue resolutions are recorded using ISO Form 13B.
(See <http://www.nist.gov/sc4/forms/form13b>.)
- Comment:

REQUIRED SUPPORTING DOCUMENTS FOR 10303 APPLICATION PROTOCOLS

If the part is a 10303 application protocol, check the following items:

- ☐ ☐ ☐ 37. The Validation Report is complete for the stage of the part in question. (See 5.3.2, 5.4.1, 5.4.5, and 5.6.1 of Guidelines for the development and approval of STEP application protocols (APG).)
- Comment:
- ☐ ☐ ☐ 38. Annex L contains usage scenarios and usage test for the part. Annex L is optional but you are strongly encouraged to include it. (See 4.7, 5.3, and 5.6 of the APG.)
- ☐ Yes. The usage scenarios reflect the scope of the part.
- ☐ No. Convener and project team have agreed that usage scenarios are not needed at this Stage for this part.
- Comments:
- ☐ ☐ ☐ 39. There is a "Technical discussions" annex (annex M if the "Usage scenarios" annex is present; annex L otherwise). The "Technical discussions" annex is optional but you are strongly encouraged to include it. (See 4.7 of the APG.)
- ☐ Yes. The "Technical discussions" annex is concise and contains useful and clarifying information about the part.
- ☐ No. The convener and project leader have agreed that technical discussions are not needed at this stage for this part.
- Comment:
- ☐ ☐ ☐ 40. The Abstract Test Suite or the test cases that correspond to this part is/are appropriately complete for the part's stage:
- ☐ At Stage 3, test cases and test case documentation are in work.
- ☐ At Stage 5, the Abstract Test Suite or the test case documentation is complete.
- Comment:

APPROVAL

I have reviewed and verified the items on this document.

Matthew West
Name

2001-08-21
Date